

Legal Resume Do's and Don'ts

DO

- Limit your resume to one page (advice for law students in most cases)
- Maintain a consistent format throughout the document
- Select a professional font
- Utilize a font size between 10 and 12 points
- Add your grade point average if it is 3.0 or higher (include grade scale)
- Include a professional email address
- Include headings and formatting aides such as bullets for easy reading
- Display your work history in reverse chronological order
- Accurately present your accomplishments
- Provide measurable accomplishments within your job descriptions
- Print documents to be mailed to employers on quality, neutral-colored resume paper
- Vary the action verbs used for job descriptions
- Have your document proofread and reviewed prior to distribution

DON'T

- Use color, borders or templates
- Include an objective
- Omit gender identifiers if your name is gender neutral
- Include multiple phone numbers or email addresses
- Add an interest section in lieu of relevant work or volunteer experience
- Overuse bold and/or italics print
- Use first person in your job descriptions
- List every duty performed in a particular job
- Exaggerate or embellish your skills and/or abilities
- Use vague or generic statements to describe your skills and attributes
- Include the phrase "References Available Upon Request"